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3 May 1968

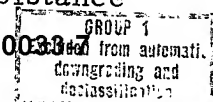
MEMORANDUM FOR: Deputy Director for Support

THROUGH : Director of Personnel

SUBJECT : Retirement Counseling and Placement Staff
Progress Highlights During April 1968

1. The "CIA Disability and Retirement System - Questions and Answers" booklet has been forwarded for final Agency coordination prior to publication to OGC, OLC, Office of Security, and appropriate divisions in the Office of Personnel. This informative publication will eliminate much concern of Agency employees and conserve counselor and employee time.
2. Retirement consultations have increased by 50 percent over the month of March. Most of these were scheduled consultations; there were 27 walk-ins. The percentage of voluntary retirements continues to increase as employees become more informed, and choose to opt out.
3. A staff study was prepared covering a "Retirement with Re-employment Rights" proposal. The recommendation for RCPS to prepare and submit a program for approval based upon the proposal was concurred in by the Director of Personnel and approved by the DD/S. This proposal and the "CIA Reserve" plan which RCPS forwarded in March, are now being recast by this Staff. Most recently information has been exchanged with NASA concerning preparations for trial retirement possibilities.
4. The Department of State, USIA and other government offices have requested and received factual information, guidance and prototype material from RCPS following the March Retirement Information Seminar. Some requestors have made reference to the Jerry Klutz article which identified our developing program as being one of the best in government.
5. The Five Year Letters were presented by career service or personnel officers to employees scheduled to retire in 1973. The record of receipt was set up to include comment from both the employee and the officer handing him the letter. The result thus far is gratifying; many recommendations and ideas to assist the retirement counselor in working with the employee have been submitted.
6. A network of Executive Placement Agencies which will serve as a post-retirement extension of Agency external employment assistance

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is being established. These firms are now in the process of being checked and clearance (secret) of at least one senior officer is being arranged with the Office of Security. Some of these firms have officers who are former Agency employees. Six other new job sources were brought into contact and opening steps have been taken.

7. As an aid to retirement planning, Mr. Robert Fuchs, Director, Office of Finance, has agreed to have his office prepare a CIA System Annuity Rate Table. It would present monthly rates, at average annual salaries (average high five) in increments of \$1,000, for varying years of service.

8. Statistical summary of RCPS action for the month of April:

Retirement Counseling Branch

Retiree Consultations:

Full counseling interviews	47
Counseling discussions	39
Retiree Dossiers indexed and coded for	
Post-Retirement employment interests	21
Briefings and discussions with management (operating officials and career service representatives)	35

External Employment Assistance Branch

<u>Retirees</u>	New Cases	20
	Desired Resume assistance only	7
	Follow-up assistance	38
	External Employment:	
	Job Leads Provided	32
	Reported Employed	1
<u>Resignees</u>	New Cases	27
	Desired Resume assistance only	4
	Follow-up assistance	44
	External Employment:	
	Job Leads Provided	22
	Reported Employed	6
New External Job Sources opened		6
Written inquiries concerning external retiree applications received and answered		27
Personnel files reviewed for outside investigators on employee external applications		25

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